

## REREGISTRATION OF REAL ESTATE PRELICENSE EDUCATION SCHOOLS

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**IMPORTANT:** Registration expires and must be reregistered prior to the end of each even-numbered year; failure to reregister will result in forfeiture of the registration. **The reregistration deadline is November 30 of each even-numbered year.**

### REREGISTRATION CHECKLIST FOR PRELICENSE EDUCATION SCHOOL.

#### **Submit all of the following:**

- \_\_\_ A completed Application for Real Estate Prelicense School Reregistration form. Reregistration applications must include updated information regarding any changes which may have occurred in policies (policy statement, student disclosure notice), procedures, personnel, advertising or promotional materials (school brochures, printed, audio, or tele-communication copy, etc.).
- \_\_\_ Proof of existing surety bond or previously approved alternative form of security as required by Hawaii Administrative Rules §16-99-65.
- \_\_\_ List of dates and classroom locations for future courses (please use the Real Estate Commission Prelicensing Course Log).
- \_\_\_ County certification or a statement signed by the Administrator that each **new** classroom location complies with the county building department (includes maximum occupant load), fire department and the state department of health codes and regulations.
- \_\_\_ List of Instructors.
- \_\_\_ Copies of all forms for enrollment, registration, contracts, certificates, attendance and evaluation.
- \_\_\_ Affidavit of Principal (if there is a new principal), signed Statement of Ethical Teaching Practices (if there is a new principal).
- \_\_\_ Fees:
  - 1. Application (Nonrefundable) \$50
  - 2. Reregistration \$300
  - Compliance Resolution Fund (CRF) \$90 if reregistration to take effect in odd-numbered year  
\$45 if reregistration to take effect in even-numbered year
  - 3. Restoration Fee (if registration is forfeited) \$10

**Attach a check for the appropriate amount payable to "Commerce and Consumer Affairs"**

This material can be made available for individuals with special needs. Please call the Senior Real Estate Specialist at 586-2645 to submit your request.

FOR OFFICE USE ONLY	
Approved/Date:	Reg. No.:
Denied/Date:	
Cashier's Validation:	

School's Name:	
Business Address:	
Business Telephone:	
Public e-mail and/or URL:	
School Principal:	
Principal's Home Address:	Principal's Home Telephone:

- Questions 3 - 5 refer to all of the following: The applicant school (entity); partner; officer or director of a corporation; member of the limited liability company; and principal of the school.**

- CONTINUED ON REVERSE -

For	App	\$50	905
Cashier's Use	Rereg	\$300	905
Only	CRF	\$90/\$45	583
	Restore	\$10	905
	Srv Fee	\$15.00	BCF

- f) Have any charges of unlicensed activity ever been filed against you, regardless of outcome, with the licensing agency of any state? ..... Yes No
- g) Are there any pending disciplinary actions against you?..... Yes No
4. During the past 20 years have you every been convicted of a crime where there has not been an order annulling or expunging the conviction? ..... Yes No
5. Are there any pending law suits, unpaid judgments, outstanding tax obligations or any other type involuntary liens against you?..... Yes No

FOR ANY 'YES' RESPONSE, PLEASE PROVIDE INFORMATION/DOCUMENTATION ON THE DATE, PLACE AND TYPE OF COMPLAINT, CHARGE, CONVICTION, OR DISCIPLINARY ACTION ON A SEPARATE SHEET OF PAPER AND ATTACH TO THIS REREGISTRATION.

**I hereby certify that the statements and answers on this application and accompanying document(s) are true and correct. I understand that any statement false or untrue, or any material misstatement of fact shall constitute grounds for refusal or subsequent revocation of registration.**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF SCHOOL PRINCIPAL

\_\_\_\_\_  
PRINT NAME OF SCHOOL PRINCIPAL